

EVENT BUDGET TEMPLATE

Event Name:	Drought Fundraiser
Event Date:	20/06/2021
Venue:	Drovers Football Club
Guests:	100
Budget Date:	20/01/2021



Department of Primary Industries



PRE-EVENT PLANNING								POST EVENT RECONCILIATION				
INCOME												
Item	Supplier	Responsible	Description/Assumption	QTY	Unit Cost (inc. GST)	Total (exc. GST)	TOTAL (inc. GST)	INVOICE \$ (inc. GST)	INVOICE #	INVOICE SENT	PAYMENT RECEIVED	Variance to Budget
Sponsorship						\$2,500.00	\$2,750.00	\$2,750.00				\$0.00
Sponsor 1	Local IGA	Tim	Donation	1	\$500.00	\$500.00	\$550.00	\$550.00	YF001	17/03/2021	20/05/2021	\$0.00
Sponsor 2	Local Landcare	Tim	Guest speaker & branding	1	\$1,500.00	\$1,500.00	\$1,650.00	\$1,650.00	YF007	17/03/2021	15/04/2021	\$0.00
Sponsor 3	Gallagher Fencing	Tim	Donation for branding at event	1	\$500.00	\$500.00	\$550.00	\$550.00	YF002	17/03/2021	15/04/2021	\$0.00
Funding/Grants						\$4,450.00	\$4,895.00	\$4,895.00				\$0.00
State Government	NSW LLS	Sam	Grant for speakers & catering	1	\$2,500.00	\$2,500.00	\$2,750.00	\$2,750.00	YF003	17/03/2021	15/04/2021	\$0.00
Local Government	Local Council	Sam	Funding for buses	3	\$650.00	\$1,950.00	\$2,145.00	\$2,145.00	YF004	17/03/2021	15/04/2021	\$0.00
Ticket Sales						\$7,500.00	\$8,250.00	\$8,250.00				\$0.00
Attendees	Eventbrite	Jackie	100 tickets at \$75 each	100	\$75.00	\$7,500.00	\$8,250.00	\$8,250.00	N/A	N/A	30/06/2021	\$0.00
Donations						\$500.00	\$550.00	\$550.00				\$0.00
Individual	Bill Smith	Jackie	Donation	1	\$500.00	\$500.00	\$550.00	\$550.00	YF006	17/03/2021	01/06/2021	\$0.00
Raffle tickets						\$500.00	\$550.00	\$1,000.00				\$450.00
Raffle tickets	Gunnedah Printing	Bruce	200 tickets total @ \$5	100	\$5.00	\$500.00	\$550.00	\$1,000.00	N/A	N/A	20/06/2021	\$450.00
Auction Items						\$4,470.00	\$4,917.00	\$7,300.00				\$2,383.00
Auction Item #1	IK Caldwell	Hugh	4 x 20kg bags of dog biscuits	1	\$50.00	\$50.00	\$55.00	\$75.00	NA	NA	NA	\$20.00
Auction Item #2	Local Butchers	Hugh	\$50 Voucher	1	\$70.00	\$70.00	\$77.00	\$75.00	NA	NA	NA	-\$2.00
Auction Item #3	Country Designs	Hugh	Cowhide Purse, Lamp	1	\$350.00	\$350.00	\$385.00	\$400.00	NA	NA	NA	\$15.00
Auction Item #4	Goolgowi Getaways	Hugh	2 nights accomm + dinner	1	\$1,500.00	\$1,500.00	\$1,650.00	\$1,750.00	NA	NA	NA	\$100.00
Auction Item #5	Volunteer Labour	Hugh	8 young farmers for a day	1	\$2,500.00	\$2,500.00	\$2,750.00	\$5,000.00	NA	NA	NA	\$2,250.00
TOTAL INCOME						\$19,920.00	\$21,912.00	\$24,745.00				\$2,833.00

PRE-EVENT PLANNING								POST EVENT RECONCILIATION				
EXPENSES												
Item	Supplier	Responsible	Description/Assumption	QTY	Unit Cost (inc. GST)	Total (exc. GST)	TOTAL (inc. GST)	INVOICE \$ (inc. GST)	INVOICE #	INVOICE RECEIVED	PAYMENT PROCESSED	Variance to Budget
Venue Related Expenses						\$7,310.00	\$8,041.00	\$8,041.00				\$0.00
Venue Hire	Footy Club	Sam	Footy club rooms	1	\$250.00	\$250.00	\$275.00	\$275.00	FC642	17/06/2021	20/06/2021	\$0.00
Food	Smoko Shak	Sam	Sit down buffet dinner	100	\$50.00	\$5,000.00	\$5,500.00	\$5,500.00	SS001	17/06/2021	20/06/2021	\$0.00
Beverages	Footy Club	Sam	Soft drinks, 2 drink tickets	100	\$20.00	\$2,000.00	\$2,200.00	\$2,200.00	FC643	17/06/2021	20/06/2021	\$0.00
Cleaning	Grant's Cleaning	Sam	Morning after	1	\$60.00	\$60.00	\$66.00	\$66.00	\$125.00	17/06/2021	20/06/2021	\$0.00
Staffing	Footy Club	Sam	No cost - receive bar money after drink tickets used	0	\$0.00	\$0.00	\$0.00	\$0.00	FC644	17/06/2021	20/06/2021	\$0.00
Printed Material						\$865.00	\$951.50	\$951.50				\$0.00
Posters/flyers	5G Printing	Susie	Design of invitations, posters	45	\$6.00	\$270.00	\$297.00	\$297.00	8dfv4	15/02/2021	15/03/2021	\$0.00

Postage	NA					\$0.00	\$0.00	\$0.00				\$0.00
Raffle Books	5G Printing	Susie	2 raffle books	2	\$10.00	\$20.00	\$22.00	\$22.00	8dfv4	15/02/2021	15/03/2021	\$0.00
Menu	5G Printing	Susie	4 per table	40	\$0.75	\$30.00	\$33.00	\$33.00	8dfv4	15/02/2021	15/03/2021	\$0.00
Placecards	5G Printing	Susie	Each setting	100	\$0.75	\$75.00	\$82.50	\$82.50	8dfv4	15/02/2021	15/03/2021	\$0.00
Auction/program booklet	5G Printing	Susie	Each setting	100	\$3.50	\$350.00	\$385.00	\$385.00	8dfv4	15/02/2021	15/03/2021	\$0.00
Table flyers	5G Printing	Susie	Middle of tables	80	\$0.50	\$40.00	\$44.00	\$44.00	8dfv4	15/02/2021	15/03/2021	\$0.00
Signage	5G Printing	Susie	Way finding, Welcome board, Park here	4	\$20.00	\$80.00	\$88.00	\$88.00	8dfv4	15/02/2021	15/03/2021	\$0.00
Speakers						\$2,250.00	\$2,475.00	\$2,455.00				-\$20.00
Speaker payment/gift	Visitor Centre/IGA	Hugh	Bottle of wine, bunch of flowers, a locally handmade product	1	\$50.00	\$50.00	\$55.00	\$55.00	N/A		15/06/2021	\$0.00
Speaker per diems	Individual speaker	Hugh	Travel, accommodation and speaking fee	1	\$2,200.00	\$2,200.00	\$2,420.00	\$2,400.00	1288	01/07/2021	15/07/2021	-\$20.00
Transport						\$1,950.00	\$2,145.00	\$3,245.00				\$1,100.00
Buses	Dysons	Sam	Cost covered by sponsorship	3	\$650.00	\$1,950.00	\$2,145.00	\$2,145.00	Dy777	01/07/2021	15/07/2021	\$0.00
Marketing and advertisting						\$798.00	\$877.80	\$935.00				\$57.20
Social Media boosting budget	Facebook	Bruce	Geographic targeted FB advertising	1	\$150.00	\$150.00	\$165.00	\$165.00	286	01/07/2021	15/07/2021	\$0.00
Local paper advertorial	Rural Times	Bruce	3 advert placements, write up pre and post	1	\$350.00	\$350.00	\$385.00	\$385.00	R67	17/06/2021	20/06/2021	\$0.00
Local radio spot fee	3AW Local	Bruce	Run of short ads week prior	1	\$298.00	\$298.00	\$327.80	\$385.00	AW8989	17/06/2021	20/06/2021	\$57.20
Hire Equipment						\$465.00	\$511.50	\$511.50				\$0.00
Marquee	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00				\$0.00
Tables	Footy Club	Sam	Included in hire	0		\$0.00	\$0.00	\$0.00				\$0.00
Chairs	Footy Club	Sam	Included in hire	0		\$0.00	\$0.00	\$0.00				\$0.00
Outdoor Furniture	Footy Club	Sam	Included in hire	0		\$0.00	\$0.00	\$0.00				\$0.00
Bar	Footy Club	Sam	Included in hire	0		\$0.00	\$0.00	\$0.00				\$0.00
Table cloths	Party Hire	Sam	Linen Tablecloths	10	\$12.00	\$120.00	\$132.00	\$132.00	PH68686	01/07/2021	15/07/2021	\$0.00
Eskys	Party Hire	Sam	4 large eskys	4	\$15.00	\$60.00	\$66.00	\$66.00	PH68686	01/07/2021	15/07/2021	\$0.00
Microphone	Party Hire	Sam		1	\$60.00	\$60.00	\$66.00	\$66.00	PH68686	01/07/2021	15/07/2021	\$0.00
Projector	Party Hire	Sam		1	\$45.00	\$45.00	\$49.50	\$49.50	PH68686	01/07/2021	15/07/2021	\$0.00
Speakers	Party Hire	Sam		2	\$90.00	\$180.00	\$198.00	\$198.00	PH68686	01/07/2021	15/07/2021	\$0.00
Napkins	Footy Club	Sam	Included in hire	0		\$0.00	\$0.00	\$0.00				\$0.00
Cutlery	Footy Club	Sam	Included in hire	0		\$0.00	\$0.00	\$0.00				\$0.00
Crockery	Footy Club	Sam	Included in hire	0		\$0.00	\$0.00	\$0.00				\$0.00
Glassware	Footy Club	Sam	Included in hire	0		\$0.00	\$0.00	\$0.00				\$0.00
Heaters	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00				\$0.00
Coolroom	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00				\$0.00
Generator	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00				\$0.00
Catering equipment	Smoko Shak	Sam	Included in hire	0		\$0.00	\$0.00	\$0.00				\$0.00
Event Styling - APPLICABLE FOR LARGER EVENTS						\$0.00	\$0.00	\$0.00				\$0.00
Table centrepiece	N/A	N/A	Vases, candles, flowers,	0		\$0.00	\$0.00	\$0.00				\$0.00
Room florals	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00				\$0.00
Table seating plan	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00				\$0.00
Media wall	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00				\$0.00
Cheese station	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00				\$0.00
Easels	N/A	N/A	materials	0		\$0.00	\$0.00	\$0.00				\$0.00

Table numbers	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00			\$0.00
Auction item tables	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00			\$0.00
						\$0.00	\$0.00	\$0.00			\$0.00
Entertainment - APPLICABLE FOR LARGER EVENTS						\$0.00	\$0.00	\$0.00			\$0.00
DJ/ Band	N/A	N/A	NA	0		\$0.00	\$0.00	\$0.00			\$0.00
Photo Booth	N/A	N/A	Fun photo booth including printed photos and dress ups			\$0.00	\$0.00	\$0.00			\$0.00
Instagram Cutouts	N/A	N/A	Design and printing	0		\$0.00	\$0.00	\$0.00			\$0.00
Photographer	N/A	N/A	Event photography and post event editing	0		\$0.00	\$0.00	\$0.00			\$0.00
						\$0.00	\$0.00	\$0.00			\$0.00
Audio Visual - APPLICABLE FOR LARGER EVENTS						\$0.00	\$0.00	\$0.00			\$0.00
Stage	N/A	N/A	Small or large stage for speeches or entertainment	0		\$0.00	\$0.00	\$0.00			\$0.00
DJ/ Band requirements	N/A	N/A	Eg., microphones, Audio system, DJ equipment	0		\$0.00	\$0.00	\$0.00			\$0.00
						\$0.00	\$0.00	\$0.00			\$0.00
LEGAL/ Health and Safety requirements						\$0.00	\$0.00	\$0.00			\$0.00
Licensing	N/A	N/A		0		\$0.00	\$0.00	\$0.00			\$0.00
Signage	N/A	N/A	Design and print costs for required H&S signage	0		\$0.00	\$0.00	\$0.00			\$0.00
						\$0.00	\$0.00	\$0.00			\$0.00
TOTAL EXPENSES						\$13,638.00	\$15,001.80	\$16,139.00			\$1,137.20

EXAMPLE ONLY

TRUE

BUDGET SUMMARY			
	FORECAST	ACTUAL	VARIANCE
INCOME	\$21,912.00	\$24,745.00	\$2,833.00
EXPENSES	\$15,001.80	\$16,139.00	\$1,137.20
PROFIT/LOSS	\$6,910.20	\$8,606.00	\$1,695.80